

Aligned Performance Measures WORKSHEET

Program Name: _____

Date: _____

Priority Area: _____

Measure Category: Needs and Services

Activity Start Date: _____

Service Category(ies): _____

Participant Development

Activity End Date: _____

Strengthening Communities

Report Due Date(s): _____

Identify information for each result.	OUTPUT	INTERMEDIATE OUTCOME	END OUTCOME
Need Briefly describe the need to be addressed. (What are the causes or contributing factors?)			
Strategy to Achieve Results (Activity Description) Briefly describe how you will achieve the results,			
Result Identify the output and outcome that you intend to measure for this activity.			
Indicator Describe the specific, measurable items of information that will show progress toward achieving the result.			
Target What are the targets that you expect to meet on this performance measure each year? Specify a number (#) or percent (%) that will change in your target description.			
Instruments What is the name of the <i>specific tool</i> will you use to record the data?			
Performance Measure Statement Combine the expected result and target into a sentence.			
Previous Years Data Report previous years data for this result, if available.			

